

**Maine EMS Examination Committee Meeting
Tuesday, November 27, 2001
Maine EMS Conference Room, Augusta**

Minutes

Present: J. Vaniotis – Chair, K. Roderick, , G. Utgard, D. Bahr

Absent: R. Doughty, D. Gilman, J. LeBrun

Staff: D. White

1. Call To Order - The meeting was called to order at 9:55 a.m.

D. White reported that D. Gilman, R. Doughty and J. LeBrun had notified him that they would be unable to attend the meeting.

A. Introductions - None

B. Assign Timekeeper – K. Roderick

C. Additions/Deletions to the Agenda – None

2. Minutes – October 16, 2001, meeting minutes - review for acceptance

The minutes of the October 16, 2001, meeting were reviewed.

Motion: To accept the minutes of the October 16, 2001, meeting (Roderick;Utgard - motion carries).

3. Old Business

A. Exam Administration Manual (EAM)

Appendix G was reviewed by the Committee.

Staff will check with J. LeBrun on rewrite of “Cheating” section

K. Roderick will work on First Responder and Assessment Exam instructions; and examiner/programmed patient orientation.

D. White will rewrite interruptions section; continue work on skill sheets and instructions; and work on appendix for processing paperwork.

D. Bahr will work on the Candidate Orientation section.

Goal of the Committee is to finish the appendices in January; final review of manual in February and have manual ready for distribution in March.

The Committee also reviewed the draft “Individual License Application Form” which integrated the exam application form. Next step is to forward to Ops Team for review and comment.

Motion: To forward the draft of the *Individual License Application* to the Ops Team for review (Bahr; Utgard – motion carries).

B. Elimination of Practical Exams – Placeholder pending report

4. New Business - None

5. Next Meeting

There will be no meeting in December 2001.

The next meeting will be an all day meeting to be held on Tuesday, January 15, 2002 from 9:30 a.m. – 3:30 p.m.

K. Roderick has volunteered to bring an order from Big G’s for lunch on January 15th. A menu will be circulated prior to the date of the meeting.

A. Set Agenda - Next agenda to include:

1. Exam Administration Manual

6. Adjournment - The meeting was adjourned at 12:46 p.m.

Respectfully submitted,

Drexell White